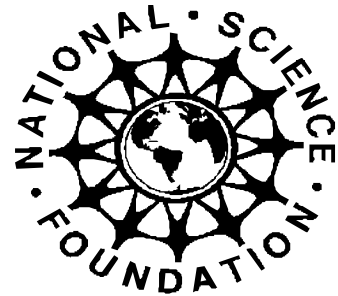


Quoter: Please complete shaded areas and return this form with your proposal.

REQUEST FOR QUOTATION (RFQ) <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ IS <u> X </u> A SMALL BUSINESS SET-ASIDE		Use this form as your cover page. Attach 15-page RFQ.	
1. REQUEST NO. SRS-00002	2. DATE ISSUED 11/5/99	3. REQUISITION (P.O. REQUEST) #:	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1		
5a. ISSUED BY National Science Foundation			6. DELIVER BY (Date) 4pm, Wednesday, November 24, 1999		
5b. FOR INFORMATION CALL (NO COLLECT CALLS) NAME Jeff S. Leithead AREA CODE 703 NUMBER 306-1242 Contracting Officer			7. DELIVERY (See Schedule) FOB DESTINATION		
8. TO: a. NAME b. STREET ADDRESS c. CITY d. STATE e. ZIP CODE			9. RETURN DESTINATION a. NAME OF CONSIGNEE National Science Foundation b. STREET ADDRESS 4201 Wilson Blvd Room 475 c. CITY Arlington d. STATE VA e. ZIP 22230		
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE 4 pm, 11/24/99		IMPORTANT: This is a request for information and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.			
11. SCHEDULE (Include applicable Federal, State and local taxes)					
(a)	(b)	(c)	(d)	(e)	(f)
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	Composition Services for NSF Publication "Women, Minorities, and Persons with Disabilities – 2000"	1	N/A	N/A	\$
12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS # %	
NOTE: Additional provisions and representations are <u> X </u> are not <u> </u> attached.					
13. NAME AND ADDRESS OF QUOTER a. NAME OF QUOTER b. STREET ADDRESS c. CITY OR COUNTY d. STATE e. ZIP		14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION 16. SIGNER a. NAME (Type or print) b. AREA NUMBER CODE c. TITLE (Type or print)		15. DATE OF QUOTATION / /	



**Composition Services for NSF Publication:
*Women, Minorities, and Persons with Disabilities—
2000***

SOLICITATION NO: **RFQ SRS-00002**

DATE ISSUED: **11/5/99**

CLOSING DATE: **11/24/99**

REQUEST FOR QUOTATIONS for the Division of Science Resources Studies (SRS) of the National Science Foundation (NSF) which requires cover design, page formatting and production support services for the publication *Women, Minorities, and Persons with Disabilities—2000*.

Issued under the Federal Acquisition Regulation (FAR) Subpart 13, Simplified Acquisition Procedures for the services described herein, **this solicitation is 100% set aside for small business concerns. The applicable SIC code is 7389 "Business Services, Not Elsewhere Classified"**.

NSF plans to issue a Fixed Price contract to a single contractor, should this solicitation result in an award.

Quotations (original and 3 copies of technical/business proposal, 1 set of samples of comparable past work) **must be received on or before 4:00pm EST, Wednesday, November 24, 1999**, at the following address:

National Science Foundation Division of Contracts, Policy and Oversight ATTN: Jeff S. Leithead - Room 475 4201 Wilson Boulevard

Arlington, VA 22230

Envelopes in which quotations are submitted must have an address label (with the full address as cited above, including the room number) and an additional label which reads:

MAILROOM: DO NOT OPEN

Deliver Directly to Room 475

RFQ SRS-00002

In accordance with FAR Subpart 15.412(b) offerors are responsible for submitting quotations, and any modifications to the same, so as to arrive at the location specified herein prior to the date and time established for the receipt of quotations.

As used in the referenced FAR provision titled "Late Submissions, Modifications, and Withdrawals of Proposals," the term *mail* does **not** include materials sent by means of express delivery services other than the **U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee**.

Quotations submitted by means of express delivery services other than the **U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee** will be considered the same as hand-carried submissions.

BE ADVISED:

NSF is located in a secure facility (with separate procedures for admission of visitors and examination of packages) with little on-street parking in the immediate area (Ballston).

When quotations are to be hand-carried, please alert the individual making the delivery to allow sufficient time to report to the 1st floor security desk and follow the established security procedures.

Inquiries concerning this RFQ should be submitted to either of the following individuals:

mgreen@nsf.gov (Marcella Green, Contract Specialist)

jleithead@nsf.gov (Jeff Leithead, Contracting Officer)

Statement of Work

Overview of the Requirement

The Contractor shall furnish all personnel, materials, supplies, and equipment necessary to provide a cover design, index, page formatting and production support services for the publication *Women, Minorities, and Persons with Disabilities—2000*. [NSF will provide the text, text tables, figures, and appendix tables via Word for Windows and Excel.]

NSF plans to produce this publication in printed and electronic versions – Adobe Acrobat portable document format (PDF) and hypertext markup language (HTML).

The contractor shall prepare the PDF version of the report, ensuring that it is as close as possible to an exact replica of the printed version. The PDF file(s) must include bookmarks. [SRS's web development team, using files in the formats specified below, will prepare the HTML version(s).]

The previous edition of this publication, *Women, Minorities, and Persons with Disabilities—1998* (NSF 99-338) is available online, in HTML and PDF, at www.nsf.gov/sbe/srs/nsf99338/start.htm. The printed version of the previous edition can be ordered from NSF Publications (301) 947-2722. Offerors are strongly encouraged to review the previous edition to assist them in assessing the level of effort required.

All hardcopy, art, diskettes, proofs, negatives, electronic, and otherwise must be returned to NSF upon completion of the contract, and throughout the production process will remain the sole property of NSF.

NSF is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided that all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials.

Overview of the Process

NSF plans the simultaneous release of both the printed and the electronic versions. Given the tight production schedule, timing and coordination of work flow will be critical to the success of this plan, particularly during the later stages of production.

Therefore, the SRS web staff and the contract composition and production team will need to work together closely. A representative from the SRS web staff shall be included in all planning and status meetings and shall be informed of changes in the expected delivery schedule. Email of attached files is also suggested as an effective coordinating medium.

Files shall be delivered on a flow basis as sections of the report are completed. Final deliverables shall be clearly identified and all files must be accompanied by an inventory sheet listing file names and last modified dates. A printed copy of the delivered section or sub-section shall also accompany file delivery.

Version control to ensure the consistency and agreement between the printed and electronic versions will be critical. Once a section is delivered as "final," no further changes are expected and none shall be made except if asked for by NSF. The web team must be notified immediately if a decision to revise a final deliverable is reached.

The Contractor shall deliver draft (sample) files and copy materials for planning and design purposes and for the evaluation of software and system compatibility.

List of Deliverables

The Contractor shall design the cover; create the index; format the text, graphics, and tabular material; and provide the following products:

1. A multi-color cover design that conveys a sense of diversity or inclusiveness.
2. An index that covers all chapters and appendices (to be included as the final item in the report). Contractor shall coordinate the creation of the index with NSF.
3. 600 dots per inch (dpi) or higher black & white laser page proofs with tabular material charts and graphs integrated into text. Charts and graphs must have various screen tints imbedded. One set of these proofs must be output separated to show color breaks.
4. After all page proofs have been finalized and approved by NSF, the Contractor shall provide electronic files with screen and printer fonts. Zip disks are preferred. A complete page means all text, tabular material, charts and graphs are integrated with required trim and registration marks; all screen tints are imbedded and all color separations have been made. All charts and graphs must contain all necessary traps and chokes.

Technical Specifications of Deliverables

The publication is 2-color (Black and 1 PMS color to be determined at a later date) with the final output being electronic files set-up to be used by the printer.

A dummy guide (to show crop/trim and registration marks), separated laser output (to show crop/trim and registration marks), and file spec sheet(s) must accompany the disks (preferably Zip).

The Contractor shall work closely with the SRS web staff to find suitable fonts that work with both print and web configuration.

The Contractor shall coordinate color selection with the SRS web staff to ensure that the colors selected are compatible with the set of 216 Netscape safe colors.

The specifications are as follows:

Page count	Approximately 230
Trim Size	21.59 cm x 27.94 cm (8-1/2" x 11")
Method of Production	Desktop/Electronic Publishing
Elements	Text, graphs/charts and tabular material
Final Output	Electronic files (Prepared for submission to printer) with all text, graphs/charts and tabular material merged into page format; all screens to be imbedded and set-up with colors separated.

File Formatting

1. Standard file formats and types are critical for ensuring compatibility with the hardware platforms and software applications in use on the NSF website and by the SRS web team. Follow-on development work will be done at SRS in a Windows 95 environment, and final files will be posted on NSF's web server which runs a UNIX operating system.

Files must be delivered in a PC-readable format using one of the following transfer media:

- 100MB Zip disk, 1GB Jaz disk, CD-ROM, or 3.5 inch high-density diskette
- electronic mail (UUENCODE/DECODE mime standard and for non-HTML files only)
- FTP, for download by SRS

If files are developed in or converted from a non-Windows environment, the converted files must be tested, reviewed, and approved in a Windows environment prior to delivery.

2. All files must be titled. Properties of **each** file must be reviewed to ensure that a file's document title and other file information is appropriate for public release.

3. Final, camera-ready files (those which have completed final composition and layout) must be delivered as PageMaker v. 6.5 file-types. Tables and charts included in the manuscript (i.e., embedded in the document) must be delivered as separate Microsoft Excel file-types. Charts must be delivered as Microsoft Excel file-types provided that the charts are final and complete (i.e., include all titles, labels, source notes, etc.).
4. Except in the case of test files, all files must be final and must be accompanied by a final, printed copy of the page proofs document.
5. File names must follow the DOS 8.3 file name convention. In addition, alpha characters must be lower case and file names must not include spaces or dashes.
6. Files may be compressed prior to transfer using Windows PKZIP or UNIX tar format.

Formatting Spreadsheets and Tables

1. Spreadsheet and table files shall be delivered as Microsoft Excel file-types. Each must be stored in its own file, not in a workbook.
2. Spreadsheet files must open with the cursor positioned in cell A1.
3. Files must not contain formulas, links, or extraneous data outside the intended print area.
4. If headers or footers are used, they must be reviewed and approved for release even if they do not appear in the printed table (to avoid their unintended appearance in automated searches).

Formatting Charts, Graphics, Figures, and other Artwork

1. All charts, graphics, figures, or other artwork, either embedded or externally linked, must be delivered as separate files as either .GIF, .BMP, or .JPG file-types.
2. Each file, when viewed with the relevant application, must exactly match the item as it appears in the final printed version.
3. Each chart must be delivered as a separate file and must be accompanied by the data used to create it (also in a separate file). Chart files must include note and source text. Text on figures must be legible, avoiding the use of italics where possible.
4. Images shall be fully visible on a screen set to 640 x 480 pixels.

Preparation of Proofs

The Contractor shall be responsible for performing all necessary proofreading before providing good quality paper proofs.

1. **NSF requires 100% accuracy in proofing** as well as the ability to track global changes throughout the text as well as specific changes when making corrections, additions, or alterations to the text, figures or tables.
2. All proofs must be collated in sets, numbered sequentially, and have a one-inch clear margin on all sides.
3. Proofs must be identified with the NSF contract number and proofs date, on the first page of the proofs. This identification must not interfere with the proof text.
4. Proofs must be clean, on white paper, free of ink smudges, with all images clearly legible.
5. Two sets of collated page proofs must be provided with each set of deliverables—one to be separated to show color breaks.

Submission and Inspection of Deliverables

The Contractor shall submit proofs and all other items specified to the following location:

National Science Foundation
Division of Science Resources Studies
4201 Wilson Blvd., Suite 965
Arlington, VA 22230
Attn: (to be inserted at time of award)

Proofs will be inspected by the COTR who shall recommend appropriate corrections and/or technical changes should the proofs be unsatisfactory. The COTR shall communicate these comments to the Contractor by telephone or by other means not later than three (3) working days after receipt of the proofs. The Contractor shall proceed to comply with these comments.

The COTR will inspect the finished copies for conformance to the contract specifications and COTR technical direction, and quality/workmanship.

The COTR will communicate to the Contractor any finding of unacceptability by means of telephone or other means not later than three (3) working days after receipt of delivery. If this notification is communicated orally, it will be followed by written notice within ten (10) business days.

Schedule of Deliverables – Printed and Electronic

Delivery schedules shall be as flexible as possible to permit continuous workflow. Upon availability of copy, the time, in some instances, shall overlap.

Page proofs shall be required from the Contractor as specified below. Turnaround time begins two hours from notification of availability of material.

It is anticipated that the Contractor shall coordinate scheduling with the COTR to facilitate the work schedules.

<u>Page Proofs</u>	<u>Working Days</u>
First page proofs (includes text graphs/charts, and text tables)	
Per chapter (5 chapters total plus intro)	3
Front matter	2
Back matter	2
Appendix Tables	5 (per chapter)
Revised page proofs (Second)	
Per chapter (includes text, graphs/charts, and text tables)	2
Front and back matter	1.5
Appendix Tables	2
Subsequent page proofs	
Per chapter (includes text, graphs, charts, and text tables)	2
Front and back matter	1.5
Appendix tables	2
Final electronic files with dummy guides (for printing purposes)	1.5
Final electronic files (as indicated in electronic specs)	2

The Contractor may be required to provide galley proofs of figures and tables before producing pages; in such cases, the schedule shall be modified accordingly.

The COTR will notify the Contractor via telephone or email when work is ready to be performed.

Instructions for Preparation of Offer

Required Price List

The offer shall include the price list below, with either a price or NC (no charge) entered for each item. Prices must include the cost of all labor and materials required in order to produce the item.

A. Per Page Costs		(est. # of pgs.)	
Text only per page	\$_____x	80	= \$_____
B. Per Chart/Graph Cost per Figure		(est. # of figures)	
	\$_____x	40	= \$_____
C. Tabular Material (per square inch)		(est. # in sq. inches)	
	\$_____x	8,500	= \$_____
D. Electronic files for printer (entire job)		(est. # of files including entire pub.)	
	\$_____x	_____	= \$_____
E. Author's alterations (per hour)		(est. # of hours)	
1. Text, tabular, charts	\$_____x	80	= \$_____
2. Minimum charge per call		(est. # of calls)	
	\$_____x	10	= \$_____
F. Readers Proofs		(est. # of proofs)	
1. First proofs, per proof	_____x	230 pgs x 3	= \$_____
2. Add'l proofs, per proof	_____x	230 pgs x 4	= \$_____
G. Cover design			\$_____
H. Total Estimated Price			\$_____

NOTE:

- Government's estimated quantities are offered as a guide for evaluation purposes only and are not to be construed as a guarantee or commitment of the quantities to be ordered under this contract.
- Estimated count of high resolution output includes color break—black output and PMS output (this is a 2-color publication.).
- Some figures (Charts and Graphs) may consist of more than one chart, table, or graph; however, such figures are considered one figure and shall be invoiced as such.
- Prices for Readers Proofs must be based on individual proof, not per set of proofs.
- Offers submitted with any obliteration, revision, or alteration of the order and manner of submitting offers may be declared nonresponsive. Offers submitted with NB (no bid) or blank spaces for an individual item may be declared nonresponsive.

Additional Information Required

1. Three finished print products that demonstrate Offeror's ability to meet the requirements.
2. List of project summaries in the past two years that demonstrates relevant, comparable experience and past performance.
3. Resumes of all proposed personnel involved with any aspect of meeting the requirements in this statement of work. Resumes should demonstrate relevant, comparable experience.
4. References of five previous customers for whom the Contractor has produced similar material with comparable requirements. References should include contact name, business address, business telephone number, and title/brief description of the type of work performed.
5. List of equipment and software to be used.
6. Demonstration of ability to provide quality services at a reasonable price and on schedule.
7. Verification of ability to
 - exchange material when performing a requirement
 - deliver products through courier (preferably local) and electronic exchange
 - meet with NSF staff biweekly during important projects (if necessary)
 - meet with NSF staff within two-hour time advance warning
 - deliver hardcopy products within two hours. (Electronic transmission may be preferable at times, but hardcopy galley proofs shall also be required on a fast turn around basis)
8. Verification that
 - facilities to be used in performance of this contract are located within a 100 km (62-mile) radius of the NSF headquarters in Arlington, Virginia **or**
 - schedule requirements can be met despite facilities being outside a 100 km radius of NSF headquarters

Basis for Evaluation of Offers

The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation represents the best value to the Government.

The following factors will be used to evaluate offers: (1) Technical Proficiency and Quality of Work Product, (2) Experience and Past Performance, (3) Accessibility to NSF, and (4) Price.

FAR CLAUSES AND PROVISIONS INCORPORATED BY REFERENCE

<u>CLAUSE/ PROVISION</u>	<u>TITLE</u>	<u>DATE</u>
52.204-4	PRINTING/COPYING DOUBLE-SIDED ON RECYCLED PAPER	JUN 1996
52.213.4	TERMS AND CONDITIONS – SIMPLIFIED ACQUISITIONS (OTHER THAN COMMERCIAL ITEMS)	AUG 1998
52.219-6	NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE	JUL 1996
52.222-3	CONVICT LABOR	AUG 1996
52.222-41	SERVICE CONTRACT ACT OF 1965, AS AMENDED	MAY 1989
52.232-33	MANDATORY INFORMATION FOR ELECTRONIC FUNDS TRANSFER PAYMENT	AUG 1996
52.233-1	DISPUTES	DEC 1998
52.233-3	PROTEST AFTER AWARD	AUG 1996
52.244-6	SUBCONTRACTS FOR COMMERCIAL ITEMS AND COMMERCIAL COMPONENTS	OCT 1998
52.249-1	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED PRICE) (SHORT FORM)	APR 1984

QUOTER REPRESENTATIONS AND CERTIFICATIONS

Certain representations and certifications must be made by the quoter and must be filled in as appropriate, and should be returned to NSF along with the quotations. The signature below of an authorized representative of the party submitting the quotation constitutes the making of the applicable representations and certifications.

Name and Title

(End of provision)

For the purpose of this solicitation, the terms "offeror" and "offer" as they are used in the certifications and representations shall mean "quoter" and "quotation," respectively.

**52.204-6 CONTRACT IDENTIFICATION NUMBER -- DATA
UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER. (APR 1998)**

- (a) **The offeror shall enter, in the block with its name and address on the cover page of its offer,** the annotation "DUNS" followed by the DUNS number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number is a nine-digit number assigned by Dun and Bradstreet Information Services.
- (b) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the offeror. For information on obtaining a DUNS number, the offeror, if located within the United States, should call Dun and Bradstreet at 1-800-333-0505. The offeror should be prepared to provide the following information:
- (1) Company name.
 - (2) Company address.
 - (3) Company telephone number.
 - (4) Line of business.
 - (5) Chief executive officer/key manager.
 - (6) Date the company was started.
 - (7) Number of people employed by the company.
 - (8) Company affiliation.
- (c) Offerors located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet home page at <http://www.dnb.com/>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@mail.dnb.com.

(End of provision)

TYPE OF BUSINESS ORGANIZATION

The offeror or quoter, by checking the applicable box, represents that –

- (a) It operates as ☐ a corporation incorporated under the laws of the State of _____, ☐ an individual, ☐ a partnership, ☐ a nonprofit organization, or ☐ a joint venture.
- (b) If the offeror or quoter is a foreign entity, it operates as ☐ an individual, ☐ a partnership, ☐ a nonprofit organization, ☐ a joint venture, or ☐ a corporation, registered for business in _____.(country).

52.215-11 AUTHORIZED NEGOTIATORS

(APR 1984)

The offeror or quoter represents that the following persons are authorized to negotiate on its behalf with the Government in connection with this request for proposals or quotations:

[List names, titles, and telephone numbers of authorized negotiators.]

(End of provision)

52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS.

(OCT 1998)

- (a) (1) The standard industrial classification (SIC) code for this acquisition is 7389 "Business Services, Not Elsewhere Classified"

(2) The small business size standard is average annual receipts not exceeding \$21,500,000 per year for the past three completed fiscal years.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) *Representations.*

- (1) The offeror represents as part of its offer that it [] is, [] is not a small business concern.
- (2) (Complete only if offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents, for general statistical purposes, that it [] is, [] is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.
- (3) (Complete only if offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it [] is, [] is not a women-owned small business concern.

(c) *Definitions.*

"Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

"Woman-owned small business concern," as used in this provision, means a small business concern--

- (1) Which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
- (2) Whose management and daily business operations are controlled by one or more women.

(d) *Notice.*

- (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.
- (2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small or small disadvantaged business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--
 - (i) Be punished by imposition of fine, imprisonment, or both;
 - (ii) Be subject to administrative remedies, including suspension and debarment; and
 - (iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)